



**FIRST ANNUAL REPORT**  
**OF THE**  
**TREASURER**  
**PENNSYLVANIA COUNCIL**  
**OF NATIONAL DEFENSE**  
**AND**  
**COMMITTEE OF PUBLIC SAFETY**





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**PENNSYLVANIA COMMISSION**  
OF  
**PUBLIC SAFETY AND DEFENSE**

HON. MARTIN G. BRUMBAUGH, *Chairman*  
HON. FRANK B. McCLAIN, *Secretary-Treasurer*  
HON. HARMON M. KEPHART  
HON. CHARLES A. SNYDER  
ADJ. GEN'L FRANK D. BEARY

**PENNSYLVANIA COUNCIL OF NATIONAL DEFENSE AND  
COMMITTEE OF PUBLIC SAFETY**

Headquarters  
Seventh Floor, Finance Building

PHILADELPHIA, PA., June 27, 1918.

GEORGE WHARTON PEPPER, *Chairman*  
LEWIS E. BEITLER, *Secretary*  
EFFINGHAM B. MORRIS, *Treasurer*  
LEWIS S. SADLER, *Executive Manager*

**EXECUTIVE COMMITTEE**

|                       |                      |
|-----------------------|----------------------|
| E. M. C. AFRICA       | EFFINGHAM B. MORRIS  |
| W. W. ATTERBURY       | A. W. MELLON         |
| CAPT. C. W. BROWN     | ALLEN P. PERLEY      |
| A. C. DINKEY          | A. C. ROBINSON       |
| SPENCER C. GILBERT    | JAMES SCARLET        |
| H. J. HAYDEN          | A. W. SEWALL         |
| J. R. McALLISTER      | E. T. STOTESBURY     |
| MRS. J. WILLIS MARTIN | COLONEL L. A. WATRES |

**DEPARTMENT OF FINANCE**

ARTHUR E. NEWBOLD, *Director*  
Drexel & Co., Philadelphia

|                                                         |                                                          |
|---------------------------------------------------------|----------------------------------------------------------|
| SAMUEL T. BODINE<br>Pres. U. G. I. Co., Philadelphia    | WILLIAM JENNINGS<br>Harrisburg                           |
| J. R. DAVIES<br>Duquesne Trust Co., Duquesne            | J. R. McALLISTER<br>Pres. Franklin National Bank, Phila. |
| HON. HARRISON BALL<br>Pres. National Bank, Mahanoy City | HENRY C. McELDOWNY<br>Pres. Union Trust Co., Pittsburgh  |
| HON. JAMES A. DALE<br>York National Bank, York          | R. L. MONTGOMERY<br>Philadelphia                         |
| J. R. EISAMAN<br>First National Bank, Greensburg        | J. R. McCUNE<br>Union National Bank, Pittsburgh          |
| GRIER HERSH<br>York                                     | HON. CHARLEMAGNE TOWER<br>Philadelphia                   |

SYDNEY L. WRIGHT, Philadelphia, Chairman Office Organization.

PENNSYLVANIA COUNCIL OF NATIONAL DEFENSE

AND

COMMITTEE OF PUBLIC SAFETY

GEORGE WHARTON PEPPER, *Chairman*

Headquarters  
Seventh Floor, Finance Building

PHILADELPHIA, June 7, 1918.

GEORGE WHARTON PEPPER, ESQ.,  
Chairman.

*Sir:* I herewith submit my First Annual Report as Treasurer of the Pennsylvania Council of National Defense and Committee of Public Safety covering a period from the inauguration of the work, April 14, 1917, to May 31, 1918, inclusive (the end of the fiscal year of the Commonwealth of Pennsylvania), with data relating to the various departmental activities to give an understanding of the scope and progress of the work, so far as the same is shown upon the books of the Treasurer's office.

For the sake of convenient record, a brief outline is inserted of the system adopted by the Committee relative to the funds placed in its custody.

All funds at the disposal of the Committee come out of the \$2,000,000 appropriated by the Legislature in 1917 and by it placed in charge of the Commission of Public Safety and Defense, consisting of the Governor, the Lieutenant Governor, the State Treasurer, the Auditor General, and the Adjutant General. This Commission in turn allots such sums to the Council and Committee as the members of that Commission think proper, after due consideration and action upon requisitions made for specific purposes.

The Lieutenant Governor, Honorable Frank B. McClain, has spent much time at the Committee's headquarters in Philadelphia, and has attended its meetings in order to familiarize himself with the scope of the work.

Requisitions when made by the Committee are formally presented to the Commission for their consideration at their meetings in Harrisburg by the Executive Manager of the Committee, Mr. Lewis S. Sadler, and its Secretary, Colonel Lewis E. Beitler.

Funds thus received by the Treasurer are immediately deposited at Drexel & Co. to the credit of the Pennsylvania Council of National Defense and Committee of Public Safety, and can be disbursed from this account only by action of the Executive Committee authorizing and directing the Treasurer to make payments for purposes as exhibited by the minutes of the proceedings of the Committee. In order properly to supervise receipts and expenditures, the system adopted has been as follows:

An accountant for the Treasurer was appointed by him and confirmed by the Committee, who is under salary, and devotes his entire time to the work. Mr. John Radcliffe, for many years in the Accounting Department of the Pennsylvania Railroad Company, was granted a leave of absence by that company for this purpose, and has been in service every day since April, 1917. At the beginning, arrangements were made by the Treasurer for monthly audits of the accounts by Messrs. Lybrand, Ross Bros. & Montgomery, Certified Public Accountants, who volunteered their services without compensation as a public duty, and began their work. It became unnecessary to continue this audit, however, because by the courtesy of Honorable Charles A. Snyder, Auditor General of Pennsylvania, a representative of his office, Mr. H. R. Purple, was specially assigned to this duty and has spent practically his entire time at the Committee's headquarters engaged in daily audits.

Reports in detail have been regularly made by the Treasurer fortnightly to the Executive Committee and presented at each of their regular meetings. Duplicates of these reports have been also sent regularly the same day to the Auditor General.

### **Purchases**

Purchases of supplies of all sorts for the various departments have been made from the lowest responsible bidders by the Treasurer's Accountant acting in conference with the Executive Manager, Mr. Lewis S. Sadler, and the Secretary, Colonel Lewis E. Beitler. Office furniture and equipment have been bought under an arrangement for return after the work of the Committee has ceased and an allowance made on cost thereof.

Persons are employed only upon the written request of the Director of each department, passed upon by the Executive Manager, recommended by the Advisory Committee, and finally ratified by recorded action of the Executive Committee, as shown by the minutes of its meetings, whereon each name and amount of salary appears.

County Executive Secretaries, nominated by the various County Committees, are confirmed after consultation with and approval by the Lieutenant Governor, and their salaries and allowances for expenses are passed upon by the Executive Committee with due regard to the local conditions of the scope of the work in the respective counties. The itemized expenses of such County Committees bear the signature of the Chairmen of such Committees in approval of same.

All bills over \$25 are approved before payment by the signature of the Director of the department incurring same; under that amount, by the Executive Secretary of the department; and after approval by the Treasurer's Accountant, are identified by the signature of the Secretary of the Committee as applicable for payment in accordance with action taken in regard to the matter to which they are chargeable either by the Executive or Advisory Committee, and have the signature of Mr. Arthur E. Newbold, Chairman of the Finance Committee.

## Vouchers

Bills are paid by voucher drawn upon Drexel & Co., the depository of the funds of the Committee received from the Commission. These vouchers bear upon their face proper words of description and explanation to identify the respective accounts with the bills, and are verified from the approved bills by the signatures of Colonel Lewis E. Beitler, Secretary of the Committee; of Mr. Arthur E. Newbold, Chairman of the Finance Committee, and of Mr. John Radcliffe, Treasurer's Accountant, thus directing their signature and issue by the Treasurer.

These vouchers when paid are returned to the Committee for its permanent files. The original bills and accompanying documents, when paid and receipted, go to the Auditor General's Department at Harrisburg and remain there as required by law.

The accounting upon the books of the Committee carries an appropriate number of headings representing the respective departments of the work. Receipts of funds from the Commission and disbursements thereof are credited to and chargeable against these respective divisions of accounts.

This report summarizes the condition of the various activities of the Committee so far as they are shown by the expenditures applicable thereto, without going into more detail than is practicable herein. Tables are also appended showing the number of persons employed throughout the Counties of the State. These tables do not, of course, include the many persons throughout the Commonwealth who are members of the General Pennsylvania Council of National Defense and Committee of Public Safety and of the County Committees, their number now totaling some eighteen thousand, who serve as volunteers and without pay.

By arrangement with the United States Government, the Departments of Civilian Service and Labor and Food Supply are co-ordinated with the Federal authorities and carry on these branches of the work under a plan of sharing the expenses thereof. These branches of the Committee's work have been growing steadily, and the expenses will probably increase with the continuance of the war. At present the rent of their offices—occupying three entire floors at the Committee's headquarters, Finance Building, Philadelphia—is paid by the Committee, and salaries of employes and other expenses are also paid as may be agreed upon from time to time by the Committee.

## INCOME ACCOUNT

### Amounts Received at Sundry Dates from Appropriations made by the Commission of Public Safety and Defense to the Pennsylvania Council of National Defense and Committee of Public Safety

|                                                                                                                                                                                                                                                                                                                 |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| For general organization purposes and expenses.....                                                                                                                                                                                                                                                             | \$75,000.00  |
| For use in co-operating with the Governmental Agencies and carrying<br>out their orders for the conservation, distribution and marketing of<br>food products .....                                                                                                                                              | 80,000.00    |
| For actual expenditures incurred in assisting with the Federal Registra-<br>tion of male persons in the United States between the ages of 21<br>and 31 .....                                                                                                                                                    | 4,284.33     |
| For use in paying salaries of County Executive Secretaries and office and<br>incidental expenses of Local Committees and Women's Committees<br>throughout the State.....                                                                                                                                        | 95,000.00    |
| To assist in recruiting the quota of Pennsylvania's Troops required by<br>the National and State Military Forces.....                                                                                                                                                                                           | 10,000.00    |
| For use in paying expenses of preliminary organization, office forces, etc.,<br>and for the prosecution of the work of the following Departments:                                                                                                                                                               |              |
| Allied Bodies .....                                                                                                                                                                                                                                                                                             | 2,000.00     |
| Civic Relief .....                                                                                                                                                                                                                                                                                              | 12,500.00    |
| Civilian Service and Labor.....                                                                                                                                                                                                                                                                                 | 75,000.00    |
| Guards, Police and Inspection.....                                                                                                                                                                                                                                                                              | 10,000.00    |
| Publicity .....                                                                                                                                                                                                                                                                                                 | 5,000.00     |
| Woman's Committee.....                                                                                                                                                                                                                                                                                          | 5,000.00     |
| For use in paying expenses incurred by Department of Naval Service in<br>its recruiting campaign for the United States Navy and Naval<br>Reserves .....                                                                                                                                                         | 6,000.00     |
| Total .....                                                                                                                                                                                                                                                                                                     | \$379,784.33 |
| On September 4, 1917, refund was made to the Secretary-Treasurer of<br>the Commission of Public Safety and Defense of unused portion of<br>appropriation of \$10,000 authorized July 3, 1917, for recruiting the<br>quota of Pennsylvania's Troops required for the National and State<br>Military Forces ..... | 4,740.86     |
| Net Total .....                                                                                                                                                                                                                                                                                                 | \$375,043.47 |

## EXPENSE ACCOUNT

|                                                                   |              |
|-------------------------------------------------------------------|--------------|
| General Administration.....                                       | \$75,953.93  |
| Food Supply .....                                                 | 74,830.36    |
| Registration .....                                                | 4,284.33     |
| Expenses of Local Committees in sixty-five Counties of State..... | 78,830.84    |
| Recruiting .....                                                  | 5,259.14     |
| Allied Bodies .....                                               | 1,932.05     |
| Civic Relief .....                                                | 9,323.06     |
| Civilian Service and Labor.....                                   | 79,306.20    |
| Guards, Police and Inspection.....                                | 9,070.27     |
| Publicity .....                                                   | 21,707.49    |
| Woman's Committee.....                                            | 2,987.23     |
| Naval Service .....                                               | 5,436.43     |
| Total .....                                                       | \$368,921.33 |

## SUMMARY

|                                   |              |
|-----------------------------------|--------------|
| Total Net Income .....            | \$375,043.47 |
| Total Expenses .....              | 368,921.33   |
| Balance on hand May 31, 1918..... | \$6,122.14   |

Of the above balance there is:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| In Bank .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$22.14    |
| The Executive Committee authorized the following advances made:                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
| To Mr. Henry B. Hodge, Chairman, Pennsylvania Division of Four Minute Men, to pay transportation and hotel expenses of men engaged as public speakers to tour the State on behalf of Liberty Loans, Food Conservation and Production, and other undertakings; properly receipted bills to be furnished for all expenditures, unexpended balance, if any, to be returned to the Treasurer.....                                                                                                            | \$2,000.00 |
| To Mr. Henry V. Gummere, Superintendent of Labor Reserves, Department of Civilian Service and Labor,, to pay preliminary expenses incurred in connection with establishing Liberty Camps, for Farm Labor, throughout the State; properly receipted bills to be furnished for such portion thereof as may be expended, unexpended balance, if any, to be returned to the Treasurer.....                                                                                                                   | 500.00     |
| To Mr. Henry V. Gummere, Superintendent of Labor Reserves, Department of Civilian Service and Labor, to purchase equipment for Boys' Farm Camps throughout the State, same to be reimbursed to the Pennsylvania Council of National Defense and Committee of Public Safety within thirty days from date, May 9, 1918.....                                                                                                                                                                                | \$5,000.00 |
| May 31, 1918, amount returned to date on account.....                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2,750.00   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2,250.00   |
| To Mr. H. W. Dodds, Executive Secretary, Food Supply Department, this amount being one-half of amount requested by Mr. Howard Heinz, Director of said Department, to pay expenses incurred for preparing and operating Food Conservation Train which is to be sent through those portions of the State it did not cover last summer and autumn; properly receipted bills to be furnished for such portion thereof as may be expended, and any unexpended balance to be turned over to the Treasurer..... | 1,000.00   |
| Cash in safe to pay petty expenses.....                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 350.00     |
| Total .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$6,122.14 |

## CLASSIFICATION OF EXPENSE ACCOUNTS

|                                                          |              |
|----------------------------------------------------------|--------------|
| Salaries .....                                           | \$114,946.83 |
| Rents .....                                              | 21,533.72    |
| Office Incidental Expenses.....                          | 3,875.27     |
| Stationery and Printing.....                             | 58,309.91    |
| Furniture and Fixtures.....                              | 11,117.22    |
| Postage .....                                            | 8,610.11     |
| Advertising .....                                        | 3,733.95     |
| Telegraph and Telephone.....                             | 7,166.09     |
| Expenses of Local Committees.....                        | 76,337.39    |
| Camp Supplies and Expenses of Boys' Working Reserve..... | 7,580.97     |
| Photographic Supplies and Expenses.....                  | 1,641.62     |
| Home Defense Police Supplies and Expenses.....           | 7,169.44     |
| Military Supplies and Expenses.....                      | 2,190.43     |
| Naval Supplies and Expenses.....                         | 2,323.72     |
| Traveling and Incidental Expenses thereof.....           | 25,225.94    |
| Publicity Expenses .....                                 | 3,948.00     |
| Miscellaneous .....                                      | 8,962.03     |
| Food Conservation Train—Expenses of.....                 | 3,759.94     |
| War Kitchens—Expenses of.....                            | 488.75       |
| Total.....                                               | \$368,921.33 |

PENNSYLVANIA COUNCIL OF NATIONAL DEFENSE

AND

COMMITTEE OF PUBLIC SAFETY

IN ACCOUNT WITH

COMMISSION OF PUBLIC SAFETY AND DEFENSE

|                                                                                                                                                                                                                                               |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Total amount received to May 31, 1918.....                                                                                                                                                                                                    | \$379,784.33       |
| Total amount vouchers filed for credit with Commission.....                                                                                                                                                                                   | \$347,522.97       |
| Refund to Secretary-Treasurer of the Commission of Public<br>Safety and Defense unused portion of appropriation of<br>\$10,000 authorized for Recruiting.....                                                                                 | \$4,740.86         |
|                                                                                                                                                                                                                                               | <hr/> \$352,263.83 |
| Balance of current accounting with Commission of Public Safety and<br>Defense represented by outstanding bills in course of examination<br>and approval and sundry cash balances, returnable from appropri-<br>ations made, or otherwise..... | \$27,520.50        |

EXPENSES BY MONTHS

From April 14, 1917, to May 31, 1918

|                                |                    |
|--------------------------------|--------------------|
| 1917                           |                    |
| April 14 to 30, inclusive..... | \$1,113.42         |
| May .....                      | 11,426.58          |
| June .....                     | 15,539.97          |
| July .....                     | 17,386.06          |
| August .....                   | 17,893.42          |
| September .....                | 22,656.92          |
| October .....                  | 17,924.51          |
| November .....                 | 20,306.29          |
| December .....                 | 25,359.60          |
| 1918                           |                    |
| January .....                  | 34,577.63          |
| February .....                 | 43,110.85          |
| March .....                    | 42,513.68          |
| April .....                    | 45,326.77          |
| May .....                      | 53,785.63          |
| Total .....                    | <hr/> \$368,921.33 |

Statement Showing Appropriations from the Commission of Public Safety and Defense of the Commonwealth,  
to the Pennsylvania Council of National Defense and Committee of Public Safety and Amounts  
Drawn Thereunder, Expended, etc., to May 31, 1918

| DEPARTMENTS                                                                                                                       | AMOUNT<br>APPROPRIATED | AMOUNT<br>DRAWN | AMOUNT YET<br>TO BE DRAWN | AMT. ACTUALLY<br>EXPENDED OR<br>REFUNDED | BALANCE OF<br>AMT. DRAWN<br>UNEXPENDED | TOTAL AMT.<br>AVAILABLE |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|---------------------------|------------------------------------------|----------------------------------------|-------------------------|
| 1. Finance (Administration) .....                                                                                                 | \$85,000.00            | \$75,000.00     | \$10,000.00               | \$75,953.93                              | \$953.93 def.                          | \$9,046.07              |
| 2. Publicity .....                                                                                                                | 5,000.00               | 5,000.00        |                           | 21,707.49                                | 16,707.49 def.                         | 16,707.49 def.          |
| 3. Legislation .....                                                                                                              |                        |                 |                           |                                          |                                        |                         |
| 4. Allied Bodies .....                                                                                                            | 2,000.00               | 2,000.00        |                           | 1,932.05                                 | 67.95                                  | 67.95                   |
| 5. Medicine, Sanitation and Hospitals .....                                                                                       |                        |                 |                           |                                          |                                        |                         |
| 6. Civic Relief .....                                                                                                             | 12,500.00              | 12,500.00       |                           | 9,323.06                                 | 3,176.94                               | 3,176.94                |
| 7. Food Supply .....                                                                                                              | 80,000.00              | 80,000.00       |                           | 74,830.36                                | 5,169.64                               | 5,169.64                |
| 8. Materials .....                                                                                                                |                        |                 |                           |                                          |                                        |                         |
| 9. Plants .....                                                                                                                   |                        |                 |                           |                                          |                                        |                         |
| 10. Motors and Motor Trucks .....                                                                                                 |                        |                 |                           |                                          |                                        |                         |
| 11. Civilian Service and Labor .....                                                                                              | 140,000.00             | 75,000.00       | 65,000.00                 | 79,306.20                                | 4,306.20 def.                          | 60,693.80               |
| 12. Military Service .....                                                                                                        | 21,250.00              | 14,284.33       | 6,965.67                  | 4,740.86 ref.                            |                                        | 6,965.67                |
| 13. Naval Service .....                                                                                                           | 7,250.00               | 6,000.00        | 1,250.00                  | 9,543.47                                 |                                        | 1,813.57                |
| 14. Guards, Police and Inspection .....                                                                                           | 10,000.00              | 10,000.00       |                           | 5,436.43                                 | 563.57                                 | 929.73                  |
| 15. Railroads .....                                                                                                               |                        |                 |                           | 9,070.27                                 | 929.73                                 |                         |
| Electric Railways and Motors .....                                                                                                |                        |                 |                           |                                          |                                        |                         |
| Highways and Waterways .....                                                                                                      |                        |                 |                           |                                          |                                        |                         |
| 16. Woman's Committee .....                                                                                                       | 5,000.00               | 5,000.00        |                           | 2,987.23                                 | 2,012.77                               | 2,012.77                |
| For Salaries of Secretaries of County Councils and Committees of Public Safety and County Councils and Committees' Expenses ..... | 157,000.00             | 95,000.00       | 62,000.00                 | 78,830.84                                | 16,169.16                              | 78,169.16               |
| Total .....                                                                                                                       | \$525,000.00           | \$379,784.33    | \$145,215.67              | \$373,662.19                             | \$6,122.14                             | \$151,337.81            |

Def.—Deficit.  
Ref.—Refunded.

**Outline of General and Sub-Departments of the Pennsylvania Council  
of National Defense and Committee of Public Safety, Showing  
Total Number of Salaried Employes and Total  
Monthly Salaries as of May 31, 1918**

| DIVISION OF ADMINISTRATION :                             | TOTAL NO.<br>EMPLOYES | TOTAL OF<br>MONTHLY SALARIES |
|----------------------------------------------------------|-----------------------|------------------------------|
| Executive .....                                          | 1                     | \$200.00                     |
| Accounting .....                                         | 7                     | 761.67                       |
| Stenographic .....                                       | 18                    | 1,485.67                     |
| General Publicity .....                                  | 5                     | 735.00                       |
| Bureau of Public Speakers.....                           | 2                     | 144.66                       |
| Four Minute Men.....                                     | 8                     | 1,009.33                     |
| Allied Bodies .....                                      | 1                     | 108.33                       |
| Legislation .....                                        | .....                 | .....                        |
| County Executive Secretaries.....                        | 66                    | 5,310.00                     |
| Woman's Committee .....                                  | 3                     | 275.00                       |
| Administration (Field Agents).....                       | 2                     | 366.66                       |
| Total .....                                              | 113                   | \$10,395.65                  |
| DIVISION OF RELIEF :                                     |                       |                              |
| Medicine, Sanitation and Hospitals.....                  | 3                     | \$194.99                     |
| Civic Relief, Philadelphia District Com-<br>mittee ..... | 3                     | 406.00                       |
| Total .....                                              | 6                     | \$600.99                     |
| DIVISION OF EQUIPMENT AND SUPPLY :                       |                       |                              |
| Food Supply .....                                        | 35                    | \$3,738.00                   |
| Materials .....                                          | .....                 | .....                        |
| Plants .....                                             | .....                 | .....                        |
| Motors and Motor Trucks.....                             | .....                 | .....                        |
| Total .....                                              | 35                    | \$3,738.00                   |
| DIVISION OF SERVICE :                                    |                       |                              |
| Military .....                                           | 1                     | \$83.33                      |
| Total .....                                              | 1                     | \$83.33                      |
| Naval .....                                              | .....                 | .....                        |
| Total .....                                              | .....                 | .....                        |
| CIVILIAN SERVICE AND LABOR :                             |                       |                              |
| Office Force (Philadelphia Headquar-<br>ters) .....      | 25                    | \$2,647.00                   |
| 16 Employment Bureaus (14 Counties) 42                   |                       | 3,290.34                     |
| 53 Farm Labor Bureaus (52 Counties)....                  | 38                    | 2,930.00                     |
| 16 Employes serving without salary.....                  | .....                 | .....                        |
| Farm Camps .....                                         | 27                    | 2,133.33                     |
| Women in Industry.....                                   | 5                     | 405.00                       |
| Total .....                                              | 137                   | \$11,405.67                  |
| Guards, Police and Inspection.....                       | 1                     | \$130.00                     |
| Total .....                                              | 1                     | \$130.00                     |
| Total .....                                              | 138                   | \$11,619.00                  |
| DIVISION OF TRANSPORTATION :                             |                       |                              |
| Railroads .....                                          | .....                 | .....                        |
| Electric Railways and Motors.....                        | .....                 | .....                        |
| Highways and Waterways.....                              | .....                 | .....                        |
| Total .....                                              | 293                   | \$26,353.64                  |

## Classification of Salaried Employees as of May 31, 1918

| OCCUPATION:                                                                                 | TOTAL NO.<br>EMPLOYEES | TOTAL OF<br>MONTHLY SALARIES |
|---------------------------------------------------------------------------------------------|------------------------|------------------------------|
| Secretary of Committee.....                                                                 | 1                      | \$200.00                     |
| Treasurer's Accountant .....                                                                | 1                      | 250.00                       |
| Departmental Secretaries.....                                                               | 22                     | 3,396.65                     |
| County Executive Secretaries.....                                                           | 66                     | 5,310.00                     |
| Chairman, Pennsylvania Division Four<br>Minute Men .....                                    | 1                      | 333.33                       |
| Assistant to Director, Civilian Service<br>and Labor .....                                  | 1                      | 350.00                       |
| Superintendent Labor Reserves.....                                                          | 1                      | 250.00                       |
| Traffic Man (Food Supply).....                                                              | 1                      | 125.00                       |
| Car Tracer (Food Supply).....                                                               | 1                      | 125.00                       |
| Milk Inspector (Food Supply).....                                                           | 1                      | 100.00                       |
| Telephone Operators .....                                                                   | 2                      | 143.00                       |
| Doormen .....                                                                               | 3                      | 186.67                       |
| Janitress (Employment Bureau at 1519<br>Arch Street, Philadelphia).....                     | 1                      | 30.00                        |
| Janitor (Employment Bureau at Front<br>and York Streets, Philadelphia).....                 | 1                      | 22.00                        |
| Watchman (Employment Bureau at<br>1519 Arch Street, Philadelphia).....                      | 1                      | 22.00                        |
| Departmental Chief Clerks.....                                                              | 3                      | 440.00                       |
| Field Agents (Various Departments).....                                                     | 7                      | 979.99                       |
| Publicity Agents (Publicity Department<br>and General Administration).....                  | 2                      | 300.00                       |
| Superintendents, Employment Bureaus..                                                       | 16                     | 1,900.01                     |
| Managers, Farm Labor Bureaus (16<br>employees serving without salary not<br>included) ..... | 37                     | 2,865.00                     |
| Leaders, Farm Camps.....                                                                    | 26                     | 2,083.33                     |
| Stenographers .....                                                                         | 53                     | 3,975.00                     |
| Clerks .....                                                                                | 33                     | 2,276.66                     |
| File Clerks .....                                                                           | 7                      | 475.00                       |
| Mail and Stock Clerks.....                                                                  | 5                      | 215.00                       |
| Total .....                                                                                 | 293                    | \$26,353.64                  |

The following classification of expense accounts distributes the amounts paid. The text shows the character of expenses which are included in the various accounts enumerated below:

## EXPENSE ACCOUNTS

1. *Salaries:*  
Pay of all employes in all Departments excepting County Executive Secretaries.
2. *Rents:*  
Charges covering payment of rent of all offices except County Councils and Committees' expenses for rents.
3. *Office Incidental Expenses:*  
Cost of usual office sundries.
4. *Stationery and Printing:*  
Cost of stationery, such as letter paper, envelopes, ink, pens, blotters, books, typewriters, typewriter ribbons, printed circulars, posters or hangers for distribution, etc.
5. *Furniture and Fixtures:*  
Cost of desks, chairs, tables, window shades, awnings, etc.
6. *Postage:*  
Cost of stamps, parcel post, etc.
7. *Advertising:*  
Cost of notices or printed matter in newspapers or periodicals.
8. *Telegraph and Telephone:*  
Charges for telegrams, messenger service, rent for telephone and charges for telephone service.
9. *Expenses of County Committees:*  
Salaries of County Executive Secretaries, and allowance for office rent, stationery, etc., of both Men's and Women's Committees.
10. *Camp Supplies and Expenses Boys' Working Reserve:*  
Cost of tents and other materials, expenses of cooks, supplies, etc.
11. *Photographic Supplies and Expenses:*  
Cost of photographs, prints, lettering slides, moving pictures and other slides and expenses in connection with moving picture demonstrations.
12. *Home Defense Public Supplies and Expenses:*  
Cost of badges, arm bands, whistles, billies, etc.
13. *Military Supplies and Expenses:*  
Charges in connection with registration and recruiting, other than printing and postage.
14. *Naval Supplies and Expenses:*  
Charges in connection with naval recruiting, other than printing and postage.
15. *Traveling and Incidental Expenses Thereof:*  
Railroad and Pullman fares, lodging, meals, etc., of employes while traveling on official business of the Committee.
16. *Publicity Expenses:*  
Cost of metal plates and other methods of furnishing material to newspapers throughout the State.
17. *Food Conservation Train—Expenses of:*  
All expenses incurred in connection with Food Conservation Train.
18. *War Kitchens—Expenses of:*  
All expenses incurred in connection with War Kitchens.
19. *Miscellaneous:*  
Charges not otherwise provided for above.

REMARKS: On April 14, 1917, Mr. E. T. Stotesbury advanced the Committee \$25,000 without interest, to carry on its work until funds were received from the State. It was returned to him on June 1, 1917, with the thanks of the Committee.

Very respectfully,

(Signed) EFFINGHAM B. MORRIS,  
Treasurer.

**ANALYSIS OF FIRST ANNUAL REPORT OF TREASURER,  
PENNSYLVANIA COUNCIL OF NATIONAL DEFENSE  
AND COMMITTEE OF PUBLIC SAFETY**

The Pennsylvania Council of National Defense and Committee of Public Safety has published the report of its Treasurer, Effingham B. Morris, from the commencement of the work of the Committee, April 14, 1917, to May 31, 1918, and close of the State's fiscal year.

During that period \$368,921.33 was expended in war work by the Committee from the \$2,000,000 set aside by the State for that purpose.

Expenditures by Departments were: For general administration, \$75,953.93; for food supply, \$74,830.36; for county committees, \$78,830.84; for civilian service and labor, \$79,306.20; for publicity and education, \$21,707.49; and in other departments, \$38,292.51.

In submitting his report as Treasurer, Mr. Morris details the supervision maintained over all expenditures. He states that all funds are allotted to the Committee from the legislative appropriation of \$2,000,000 upon specific request and after due consideration by the Pennsylvania Commission of Public Safety and Defense. This Commission consists of the Governor, Lieutenant Governor, Auditor General, State Treasurer, and Adjutant General. The funds as received are deposited with Drexel & Co. and disbursed by action of the Executive Committee, through the Treasurer, who has an accountant in charge. Daily audits are made of all expenditures by a State Auditor assigned by the Auditor General. Treasurer's reports are made fortnightly to the Executive Committee and Auditor General. Supplies are purchased through competitive bidding and from the lowest responsible bidder. The Executive Committee passes upon all employees engaged.

The report shows both the large and increasing activities of the Pennsylvania Council of National Defense and Committee of Public Safety and the infinite detail with which its expenditures are recorded and are in this report displayed by Treasurer Morris. All information that could be desired in enabling one intelligently to understand what the Pennsylvania Council of National Defense and Committee of Public Safety is doing with the State's money is in evidence, and tells an impressive story in figures of work well thought out and actively and prudently managed, in conducting the State-wide mobilization of civilian activities for promotion of the Government's war program.

The Committee's Food Supply, and Civilian Service and Labor Departments are co-ordinated with the Federal Administration, and represent the Government in this work in Pennsylvania. Three floors in the Finance Building, Philadelphia, are now occupied as general State headquarters for these State and Federal departments, the rent being paid entirely by the Committee.

## SUMMARY

The report indexes the expenditures in various tables. The expense account shows the total amounts disbursed for the several departments and a classification indicates the purposes. There are also tables showing appropriations made separately to the various departments and the amounts drawn against these appropriations; itemizing the total monthly salaries and number of salaried employes; and also a classification of employes by departments and monthly salary rolls of same.

Larger items of expenditure were general administration, \$75,953.93; food supply, \$74,830.36; expenses of local County Committees in sixty-five counties, \$78,830.84; civilian service and labor, \$79,306.20; and publicity, \$21,707.49. Salaries of 227 employes in all departments, excepting County Councils and Committees, account for \$114,946.83 of the total expense. Salaries of sixty-six executive secretaries of the County Committees approximated \$53,843. The total number of salaried employes is 293. These employes include headquarters accounting, clerical and stenographic forces, field agents, employment superintendents, farm labor managers, farm camp leaders, and other classes of employes.

In the second table, which classifies expenditures according to character of outlay, one of the biggest items was for printing and stationery used by all departments, totaling \$58,309.91. This included the extensive poster work conducted in the interest of military and naval recruiting, increased food supply and conservation, and recruiting and stabilizing of labor.

Rentals totaled \$21,553.72, which included rents of headquarters in the Finance Building, Food Department quarters in the Bulletin Building, and sixteen employment offices maintained in various sections of the State by the Department of Civilian Service and Labor. General offices occupying four floors in all are now located in the Finance Building.

Traveling and incidental expenses thereof amounted to \$25,225.94. Of this sum more than \$10,000 was used for transportation and expenses of representatives of the Committee in all counties to and from four largely attended conferences held in Philadelphia during the year, for promotion of important phases of the Committee's work. Field work by agents of the Food Department in behalf of greater crop production, better marketing and distribution of foodstuffs accounted for another \$5,000 of traveling expense. Similar activities of representatives of the Civilian Service and Labor Department and conferences in connection with problems of employment added another \$4,700, and patriotic propaganda on Liberty Loans, etc., conducted by the Speakers' Bureau, Publicity Department, incurred traveling expenses of about \$2,600.

The sum of \$21,707.49 charged against the Publicity Department included traveling expenses of speakers, and salaries of clerical and executive staffs of the State and Philadelphia County Speakers' Bureau and Four Minute Men, and salaries of the Executive Secretary, office assistant, stenographer and two field representatives of the Publicity

Department. It also included the expense of placing plate matter for educational purposes, at various times, in the several hundred newspapers of the State.

Furniture and fixtures for the various offices were installed at a cost of \$11,117.22, subject to a ratable return when use shall have ceased. Under miscellaneous charges of \$8,962 are included cost of repairs to and renovating of the Co-operative Employment Bureau, 1519-1521 Arch Street, which is obtained rent free; buttons for various recruiting purposes, stenographic reports of conferences, shipments of slides for propaganda purposes in moving picture houses and similar emergency outlays. Advertising to acquaint employers and employes with the Committee's free employment service maintained throughout the State, and to promote crop production, cost \$3,733.95.

The sum of \$7,169.44 was spent for police equipment, billies, badges, etc., for the Home Defense police organized in twenty-six counties. More than \$2,100 was spent for flags, signs, banners, posting, truck service, etc., to aid State and National military recruiting and similar expenditures of about \$2,300 were made for naval recruiting.

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